Application for Washington State Employment



Completing this application is your first step toward joining a dynamic workforce dedicated to public service.

In order to present the strongest, most accurate record of your qualifications and skills, please read this packet and the recruitment announcement carefully prior to preparing your application.

Mail to:



PO Box 47561 Olympia WA 98504-7561 Phone: 360/664-1960 TTY: 360/753-4107 24-Hour Job Line: (Updated every Thursday)

Olympia: 360/664-6226 Seattle: 206/720-3523 Spokane: 509/482-3685

Instructions for Completing Application

1) Before Applying

Obtain a copy of the recruitment announcement for the job you are interested in applying for. Recruitment announcements are available on the DOP web-site at www.wa.gov/dop under job information.

Compare your education and experience with the requirements listed on the announcement. If you meet the requirements, proceed with the application process. The recruitment announcement will also contain relevant information about the job such as, duties, special conditions, where jobs are available, the type of exam that may be required, and the closing date.

 Affirmative Action and Veteran's Preference

The State of Washington is an equal opportunity employer. Information about our Affirmative Action Program and Veteran's Preference appears in Parts 7 & 8 of the application.

2) Application Tips

- ✓ Type or print clearly in ink.
- ✓ Provide all requested information.
- ✓ Emphasize your experience/education that relates directly to the requirements on the job announcement. Summarize other experience.
- ✓ Start with your most recent experience and work backward.
- ✓ Submit application (with all requested information) by 5:00 p.m. on the closing date.
- ✓ Submit a separate application for each recruitment announcement unless otherwise instructed.
- Legible photo copies may be submitted for other positions but must contain an *original* signature and current date.
- ✓ Make sure that you submit your application to the appropriate state agency by double checking instructions on the job announcement.

3) Now What?

You can expect to be notified of your application results about 3 weeks after the closing date.

Testing

If you've met the requirements and a written exam is required, you will receive an exam schedule notice with further instructions.

• Exam Assistance

Assistance will be provided to persons of disability whose conditions would interfere with taking an exam. For example, you may require a reader, sign language interpreter, more time, etc. If you require such assistance, please call (360) 664-6333, Voice, or (360) 753-4107, TTY.

Employment Register
 Once your application is accepted and you've passed a required exam, your name will be placed on an employment register for one year. Near the end of that year, you may ask to remain on the register for another year, by calling (360) 664-1960.

TERMS & DEFINITIONS

Open Competitive-Applicant not working permanently for the state. (Includes temporary and intermittent staff.)

Promotion-Permanent employee or permanent project Washington state employee.

Transfer-Permanent employee applying within an existing job class or a closely related job class at the same salary level.

Voluntary Demotion-Permanent employee applying for a job at a lower salary level.

Reduction in Force (RIF)-Permanent employee who has been laid off (use as instructed by your personnel office).

Reversion-Permanent employee returning to job held prior to promotion.

HEP (Higher Education Personnel)-Permanent HEP employee in WA. Inter-system eligibility statement must be attached.

Reemployment-Previous permanent state employee who separated from state employment within the past 5 years applying for a similar job class.

Employment Preferences-If you do not specify agency preferences, we will assume you will accept employment in any agency.

Shift & Schedule-If all boxes are left blank, we will assume only full-time, permanent employment will be accepted.

Misdemeanor or Felony-Conviction of a misdemeanor or felony does not necessarily bar you from employment. If you have been convicted within the last 10 years, but the infraction is unrelated to the type of work you seek, you may check "No".

Application for Employment With the State of Washington

Part 1. GENERAL INFORMATION
Please review all questions carefully before preparing your application.

POSITION (Job title) RECRUITMEN							NT ANNOUNCEMENT NUMBER			
NAME (Last, First, and Middle In	SOCIAL	SOCIAL SECURITY NO. (Used for processing -Optional)								
, , ,			`		. ,					
MAILING ADDRESS (Include apartment number, if any) E-MAIL ADDRESS HOME TE										
CITY	COUNTY	STATE	ZIP		WORK ((or message) TE	ELEPHO	ONE		
Application Type (che	s"):	O F I C	Coded By Test Score	Code						
Exam Information: • Would you like to use your old multiple choice score? NO YES, USE PREVIOUS SCORE. RECRUITMENT NUMBER, IF KNOWN: IF CHANGED, YOUR NAME AT PREVIOUS TESTING: • Saturday exams are available in Olympia, Seattle, and Spokane only. If you wish to take your exam on Saturday *, please indicate your choice. OLYMPIA SEATTLE SPOKANE *NOTE: Saturday exam space is limited and may delay your exam date. • Do you need testing assistance such as a sign language interpreter, reader, etc? YES NO Employment Preferences: • Are you willing to travel as part of this job? YES NO • Check types of employment you will accept: DAY SWING GRAVEYARD ROTATING FULL-TIME PART-TIME TEMPORARY TANDEM/Shared PROJECT SEASONAL INTERMITTENT (On-Call) • List agencies you prefer (check one): WILL ACCEPT WORK IN ANY AGENCY WILL ACCEPT WORK IN ANY AGENCY WILL ONLY ACCEPT WORK IN AGENCIES LISTED BELOW										
D 42 DACKORON	AID DIEODALATICA	T								
	or other license, certification, please complete the	e, or registrat	ion is			nglish, what or write flue			you	
License, Certificate, or Registration	License Number	Expiration Date			-	en convicted				
Driver's License CDL					2	n the past t		/ 2		
Other (Indicate type)	might uniavolably affect your necession									
('919				bar yo	ou from ei	mployment). NO		oi uuioma	исшу	
How did you learn of DEPARTMENT OF PERSONNEL (DOP) NEWSPAPER [JOB FAIR – LOCATION:	ortunity?		STATE AGENCY JOB LINE	(list office and		ER:			

Part 3. EDUCATION AND TRAINING

Review of education:

• Have you graduated from high school or passed the GED? \Box YES \Box NO

• List college, business school, military training, and other relevant education.

School Name and Location	Month and Year Attended	Credits Earned		Major	Typed of Degree	Year degree	
		Quarter	Semester	Other (Specify)	iviajoi	Awarded	received
1	From /						
	To /						
2	From /						
	To /						
3	From /						
	To /						
4	From /						
	To /						
5	From /						
	To /						

Part 4. EMPLOYMENT HISTORY

This section must be completed in order to receive full credit. You may use this form for both volunteer and paid experience. For volunteer work, 174.3 hours equals one month of experience. If you need more spaces, see next page.

For volunteer work, 1/4.	s nours equals of	ie month (of experience. If you	need more	spaces, see	next page.			
1. Present or Last Employer			Employer's Address			Employer's Phone Number			
Your Title	Months & Years Employed in this Position From / To /			Total Months	Average Hours /Per Week	Last Salary			
Immediate Supervisor's Name Reason for Leaving					Volunteer (✓)	Number of Employees	Supervised		
Specific Duties:									
2. Present or Last Employer			Employer's Address			Employer's Phone Nu	mber		
Your Title		Months & Ye From	rars Employed in this Position / To	/	Total Months	Average Hours /Per Week	Last Salary		
Immediate Supervisor's Name	Reason for Leaving				Volunteer (✓)	Number of Employees	Supervised		
Specific Duties:									
3. Present or Last Employer			Employer's Address		Employer's Phone Number				
Your Title		Months & Ye From	rars Employed in this Position / To	/	Total Months	Average Hours /Per Week	Last Salary		
Immediate Supervisor's Name	Reason for Leaving				Volunteer (✓)	Number of Employees	Supervised		
Specific Duties:									
4. Present or Last Employer			Employer's Address			Employer's Phone Nur	nber		
Your Title		Months & Ye From	ars Employed in this Position / To	/	Total Months	Average Hours /Per Week	Last Salary		
Immediate Supervisor's Name Reason for Leaving			Volunteer (✔)			Number of Employees Supervised			
Specific Duties:									
5. Present or Last Employer			Employer's Address			Employer's Phone Nur	mber		
Your Title		Months & Ye From	ars Employed in this Position / To	/	Total Months	Average Hours /Per Week	Last Salary		
Immediate Supervisor's Name	Reason for Leaving				Volunteer (✓)	Number of Employees	Supervised		
Specific Duties:									

Part 5. DATE AND SIGNATURE

TO BE ACCEPTED, YOU MUST SIGN AND DATE THIS APPLICATION.

All answers and statements are true and complete to the best of my knowledge. I understand that the state may verify information, and that untruthful or misleading answers are cause for rejection of this application, removal of my name from a register, or dismissal if employed.

	1 1			
$\rightarrow \rightarrow \rightarrow \rightarrow$	Date (Month/Day/Year)	1	Signature	

Part 4. EMPLOYME	NT HISTORY	(Continu	nod)						
6. Present or Last Employer	INT IIISTOKI	(Contini	Employer's Addr	ess			Employer's Phone Nur	nber	
Your Title Months From			Months & Years Employed in this Position Total Months			Total Months	Average Hours /Per Week	Last Salary	
Immediate Supervisor's Name Reason for Leaving						Volunteer (✓)	Number of Employees	Supervised	
Specific Duties:					•				
7. Present or Last Employer			Employer's Addr	ress			Employer's Phone Nur	nber	
Your Title		Months & Yea	ers Employed in this			Total Months	Average Hours /Per Week	Last Salary	
Immediate Supervisor's Name	Reason for Leaving					Volunteer (✓)	Number of Employees	Supervised	
Specific Duties:									
8. Present or Last Employer			Employer's Address				Employer's Phone Number		
Your Title		Months & Yea From	rs Employed in this			Total Months	Average Hours /Per Week	Last Salary	
Immediate Supervisor's Name	Reason for Leaving		Volunteer (✔)			Number of Employees Supervised			
Specific Duties:									
9. Present or Last Employer			Employer's Addr	ess			Employer's Phone Nur	nber	
Your Title		Months & Yea From	rs Employed in this			Total Months	Average Hours /Per Week	Last Salary	
Immediate Supervisor's Name Reason for Leaving			Volunteer (✔)			Volunteer (✓)	Number of Employees Supervised		
Specific Duties:									
10. Present or Last Employer			Employer's Addr	ress			Employer's Phone Nur	nber	
Your Title		Months & Yea From	rs Employed in this			Total Months	Average Hours /Per Week	Last Salary	
Immediate Supervisor's Name	Reason for Leaving					Volunteer (✓)	Number of Employees	Supervised	
Specific Duties:									

Part 6. GEOGRAPHIC CHOICE

Please consider carefully where you are willing to work since you will be considered only for locations that you check.

- If you are available for anywhere in a county, check the box next to the county number and name.
- If available only to certain cities, check the box next to the city number(s) and names(s).
- If you select "Other Locations", you will be considered for positions throughout the county, but not in the cities listed below.
- If nothing is marked, you will only be considered for positions in your county of residence.
- If you refuse employment at a location selected below, your name will be removed from that employment register.

☐ 08 COWLITZ COUNTY

☐ 1 Castle Rock

☐ 999 Other Locations

☐ 999 Other Locations

☐ 3 Longview

☐ 21 LEWIS COUNTY

☐ 1 Centralia

☐ 2 Chehalis

☐ 25 PACIFIC COUNTY

☐ 4 Kalama

☐ 2 Kelso

• To change your designation, please call (360) 664-1960.

☐ 3 Cedar Creek

☐ 37 WHATCOM COUNTY

☐ 1 Bellingham

☐ 05 CLALLAM COUNTY

□ 2 Port Angeles

☐ 3 Clallam Bay

□ 999 Other Locations

☐ 999 Other Locations

4 Lacev

PENINSULA REGION

☐ 1 Forks

EXAMPLES: ☑ 01 ADAMS COUNTY 1 Othello 2 Ritzville 999 Other Locations

01 ADAMS COUNTY

1 Othello
2 Ritzville
999 Other Locations

□ 1 Ellensburg

☐ 999 Other Locations

☐ 20 KLICKITAT COUNTY

☐ 2 White Salmon

☐ 1 College Place

☐ 2 Walla Walla

■ 999 Other Locations

☐ 36 WALLA WALLA COUNTY

☐ 999 Other Locations

☐ 1 Goldendale

☐ 2 Cle Flum

Applicant will work only in Othello. WASHINGTON STATEPIGEOGRAPHICARECTONS North/Central Puget Whatcom San Juan Okanogan 1 Skagit Ferry Oriel Island Stevens Northeast Chelan Region Clallam Snohomish Jefferson Douglas King Lincoln Spokane Penin sula Masor Grays Region Grant Kittitas _Thurston Whitman Southeast Lewis Region Franklin Yakima Coulitz Wahkiakum Benton Malla Malla Klickitat Clark Southwest Region Columbia Garfield ☐ 31 SNOHOMISH COUNTY □ 1 Arlington ☐ 23 MASON COUNTY ☐ 09 DOUGLAS COUNTY ☐ 11 FRANKLIN COUNTY ☐ 2 Edmonds ☐ 1 Shelton ☐ 2 Belfair ☐ 10 FERRY COUNTY □ 3 Everett □ 1 Pasco ☐ 4 Monroe ☐ 999 Other Locations ☐ 22 LINCOLN COUNTY ☐ 2 Connell ☐ 5 Mountlake Terrace SOUTHWEST REGION ☐ 24 OKANOGAN COUNTY ☐ 999 Other Locations ☐ 12 GARFIELD COUNTY ☐ 6 Lynnwood ☐ 06 CLARK COUNTY 1 Okanogan ☐ 7 Smokey Point 2 Omak **13 GRANT COUNTY** □ 1 Vancouver ☐ 999 Other Locations ☐ 2 Larch Mountain ☐ 999 Other Locations □ 1 Ephrata **□** 34 THURSTON COUNTY ☐ 26 PEND OREILLE COUNTY ☐ 2 Moses Lake ☐ 3 Yacolt ☐ 32 SPOKANE COUNTY ☐ 999 Other Locations □ 1 Olympia ☐ 4 Ridgefield ☐ 19 KITTITAS COUNTY ☐ 999 Other Locations □ 2 Tumwater □ 1 Cheney

☐ 2 Medical Lake

☐ 4 Airway Heights

☐ 33 STEVENS COUNTY

☐ 999 Other Locations

☐ 999 Other Locations

☐ 3 Spokane

□ 1 Colville

SOUTHEAST REGION

☐ 1 Othello

□ 2 Ritzville

O1 ADAMS COUNTY

NORTH/CENTRAL **PUGET SOUND REGION** ☐ 15 ISLAND COUNTY □ 1 Oak Harbor □ 999 Other Locations ☐ 17 KING COUNTY ☐ 1 Auburn □ 2 Bellevue □ 3 Bothell ☐ 4 Burien ☐ 5 Enumclaw ☐ 6 Federal Way ☐ 7 Issaquah ■ 8 Kent □ 9 Kirkland ☐ 10 North Bend ☐ 11 Redmond □ 12 Renton ☐ 28 Tukwila ☐ 41 Snoqualmie SEATTLE ☐ 13 Ballard ☐ 14 Beacon Hill □ 15 Capitol Hill ☐ 16 Central Area ☐ 17 Downtown Business ■ 18 Magnolia ☐ 19 North Seattle ☐ 20 Queen Anne ☐ 21 Rainier Valley ☐ 22 University District ☐ 23 West Seattle ☐ 24 White Center ☐ 25 Lake City ☐ 26 South Seattle ☐ 30 Belltown ☐ 31 Mercer Island ☐ 40 Anywhere in Seattle ☐ 999 Other Locations ☐ 18 KITSAP COUNTY □ 1 Bremerton ☐ 2 Port Orchard □ 3 Manchester ☐ 4 Retsil ☐ 999 Other Locations

☐ 27 PIERCE COUNTY

☐ 2 Gig Harbor

☐ 3 Lakewood

☐ 5 Puyallup

☐ 6 Steilacoom ☐ 7 Tacoma

■ 8 McNeil Island

□ 1 Buckley

4 Purdy

□ 9 Orting □ 999 Other Locations □ 999 Other Locations □ 14 GRAYS HARBOR CO □ 28 SAN JUAN COUNTY □ 1 Aberdeen □ 1 Friday Harbor □ 2 Hoquiam □ 29 SKAGIT COUNTY □ 999 Other Locations □ 1 Anacortes □ 16 JEFFERSON COUNT □ 2 Mount Vernon □ 1 Port Townsend □ 3 Sedro Woolley □ 2 Brinnon □ 999 Other Locations □ 999 Other Locations	2 Raymond 999 Other Locations 30 SKAMANIA COUNTY 35 WAHKIAKUM COUNTY NORTHEAST REGION Y 04 CHELAN COUNTY 1 1 Chelan 2 Leavenworth	□ 999 Other Locations □ 02 ASOTIN COUNTY □ 1 Clarkston □ 999 Other Locations □ 03 BENTON COUNTY □ 1 Kennewick □ 2 Prosser □ 3 Richland □ 999 Other Locations □ 07 COLUMBIA COUNTY	□ 38 WHITMAN COUNTY □ 1 Colfax □ 2 Pullman □ 999 Other Locations □ 39 YAKIMA COUNTY □ 1 Selah □ 2 Sunnyside □ 3 Toppenish □ 4 Union Gap □ 5 Yakima □ 999 Other Locations
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Part 7. AFFIRMATIVE ACTION INFORMATION

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Affirmative Action Definitions at the bottom of the page.

Name (Last, First, Middle Initial) Recruitment Announcem	nent Number Date of Birth Social Security Number (Optional)
1. What race(s) or culture(s) do you consider yourself? Black/African-American (870) Caucasian/White (800) Asian or Pacific Islander (API) Chinese (605)	 Are you
Guamanian (660) Cher API, specify: American Indian (597) Please identify name of the enrolle tribe: Eskimo (935) Aleut (941)	working, caring for yourself, walking, doing things with your
Hispanic Mexican, Mexican -American (722) Chicano (705) Puerto Rican (727) Cuban (709)	I certify that this information is true and accurate to the best of my knowledge.
Other Spanish, specify: Other Race, specify:	Date Signature
If you are more than one race, please also check "Multibelow and indicate your preference for Affirmative Act purposes. Multi-Racial, preference:	

Affirmative Action Definitions

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Korea, Pakistan, the Philippine Republic, and Samoa

Black/African-American. A person with origins in any of the Black racial groups of Africa

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran. A person entitled to disability compensation Affairs for disability rated at 30 percent or more, or a person

would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era Veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

Part 8. VETERAN'S INFORMATION

Additional points or employment preference is given to veterans who meet state qualifications.

Note: To qualify and receive veteran's preference, you must attach a copy of the discharge or DD214 with your employment application.

For Competitive Employment

Your passing score will be increased by either five (5) or ten (10) percent if you qualify for this program and you are *not* receiving military retirement pay. If you *are* receiving military retirement pay, your passing score will be increased by five (5) percent.

1.	Have you served honorably in the Armed Forces of the United
	States on active duty for reasons other than training? □No □Yes
2.	Were you discharged within the last 15 years? No Yes, type of discharge:
3.	Are you receiving a monthly military retirement benefit?
4.	Did you serve in the Republic of Vietnam? □No □Yes, Date:
5.	Did you serve in the US Armed Forces between August 6, 1964 and May 7, 1975? No Yes
6.	Do you have a service-connected disability? □No □Yes, List percent of disability: □ Were you discharged because of this disability? □No □Yes

7. List campaign, expeditionary, or service medals received.

For Non Competitive Employment

Although points are not added under this category, employment preference is given to qualified veterans, surviving spouses of deceased veterans, or spouses of a permanently disabled veteran.

. Are you presently the ☐No ☐Yes, list per	e spouse of a disable cent of spouse's disability		
. Are you the surviving related activities?	g spouse of a veteran	who died from	service
List campaign, expereceived:	editionary, or service	medals spouse	
0. If you are a survivir ☐No ☐Yes, Date: _		remarried?	
1. Please list dates of y	our (or spouse's) ac	tive military serv	vice:
Date Entered:	Branch:	Date Sepa	rated:
1 1		1	1
1 1		1	1

Part 9. TEST ANSWERS

• This is an answer section that is used for some recruitment announcements. Use it if instructed to do so on the announcement.

• For questions regarding skill level:

- Refer us to the education or employment experience where you've acquired the skill.
- On the line preceding each question below, use the number of the education or experience as you've described it in Parts 3 & 4 of this application.

	1.	(a) (b) (c) (d) (e)	8.	(a) (b) (c) (d) (e)	15.	(a) (b) (c) (d) (e)	22.	(a) (b) (c) (d) (e)
	2.	(a) (b) (c) (d) (e)	 9.	(a) (b) (c) (d) (e)	16.	(a) (b) (c) (d) (e)	 23.	(a) (b) (c) (d) (e)
	3.	(a) (b) (c) (d) (e)	10.	(a) (b) (c) (d) (e)	17.	(a) (b) (c) (d) (e)	24.	(a) (b) (c) (d) (e)
4	4.	(a) (b) (c) (d) (e)	11.	(a) (b) (c) (d) (e)	18.	(a) (b) (c) (d) (e)	25 .	(a) (b) (c) (d) (e)
	5.	(a) (b) (c) (d) (e)	12.	(a) (b) (c) (d) (e)	19.	(a) (b) (c) (d) (e)	26.	(a) (b) (c) (d) (e)
	6.	(a) (b) (c) (d) (e)	13.	(a) (b) (c) (d) (e)	20.	(a) (b) (c) (d) (e)	27 .	(a) (b) (c) (d) (e)
	7.	(a) (b) (c) (d) (e)	 14.	(a) (b) (c) (d) (e)	 21.	(a) (b) (c) (d) (e)	 28.	(a) (b) (c) (d) (e)

CONVERTED SCORE

RAW SCORE

To ensure that your application is processed quickly, please review it to be certain that you have answered all questions. Take a moment to review all documents that you wish to include. If required, have you included copies of official documents, such as military discharges? Please make sure you sign and date your application. A final review now will enable Personnel staff to complete their evaluation more efficiently and send you the results.